

**Democracy Commission  
of U. S. Embassy in the Kyrgyz Republic  
Small Grants Program**

The Democracy Commission of the Embassy of the United States of America was established to support initiatives that contribute to more open and competitive political and economic systems and the democratization process in the Kyrgyz Republic. The Democracy Commission provides funding for non-governmental and non-commercial projects that:

- encourage pluralism of views;
- strengthen dialog among community members and leaders;
- help people better understand democracy (e.g. the judicial system, the legal system, local laws, citizens' rights, the role of government);
- seek a multiplier effect with other similar projects.

All grant applications should answer these specific questions.

1. The Democracy Commission (here and after DC) will consider proposals for projects that advance democracy in Kyrgyz Republic. Grants should support initiatives such as promotion of civil society; free flow of information (including support for independent media); transparency in government; public education and advocacy; association building; rule of law and legal reform; conflict resolution; human rights; civic education; environment; market economy; anti-trafficking and anti-corruption awareness campaigns and training; and ethnic, minority, gender and women's equality.
2. Project proposals should focus on providing long-term sustainability and building of the democratic institutions for local communities.

**3. DC support:**

- The Democracy Commission supports projects in all cities and regions of the Kyrgyz Republic.
- The DC will only consider non-commercial proposals from non-governmental organizations, academic or research institutions and other organizations. State bodies are encouraged to work with NGOs to submit applications.
- Proposals under the environment and the market economy themes may focus on developing associations or public education
- Democracy Commission may consider projects aimed at promotion non-discrimination and tolerance for disadvantaged minorities. Grants addressing minority rights should make clear the broader local context of the human rights situation, and the human rights abuses being perpetrated against the group.

**4. DC doesn't support:**

- The DC will not consider proposals, which are limited to the following fields: culture, drug use or drug trafficking, poverty alleviation, medicine or biology, health, or physical sciences (physics, chemistry, geology, etc.).
- DC doesn't accept proposals from individuals or group of people.
- Projects proposals should not provide long-term infrastructure needs that are not sustainable once grant funds are depleted.
- Grants will not be used for partisan political activity. However, public education, election monitoring and other non-partisan election activities may be supported.

- Proposals under the environment and the market economy theme should not be used to replicate USAID and other international organizations' technical or educational assistance programs
  - Democracy Commission grants cannot advocate for a specific lifestyle, practice or the views of any specific organization over any other. For example, if a religious minority was persecuted a grant can be provided to educate people on the Universal Declaration of Human Rights and how it supports religious freedom. However, a USG-funded project - including any graphics, publications, seminars, or other content - cannot advocate for any particular religion.
5. The name of the recipient organizations and description of their activities may be made public by the U. S. Embassy.
  6. Generally, a second or subsequent application from a grantee will receive lower priority. A second or subsequent application will not be considered until the first project has been completed and evaluated.
  7. Democracy Commission reserves the right to reject applications for any reason. Not all legitimate project proposals which meet DC requirements will be funded because of the limited funds available to the DC and the strong competition between applicants.
  8. Proposals will be accepted and reviewed while funding is available

**NOTA BENE:**

Project proposal are accepted from November 1 through November 30 and from April 1 through April 30 if not announced differently.

Project proposals must be submitted in **English and Kyrgyz/Russian** to e-mail: **bishkekprojectproposals@state.gov with note in the subject line "For the Democracy commission"**

**PLEASE DO NOT SEND IN THE APPLICATION BEFORE YOU:**

- Read once again the Democracy Commission Guidelines that describes the Small Grant Program. Make sure you understand those guidelines and that your proposal fits the purposes it discusses.
- Ask someone who does not know anything about your project to read your proposal to determine if it is understandable. Remember that the members of the DC will not know anything about your proposal until they read it. If they cannot understand it simply by reading what you have written, it will not be approved.
- Ask someone with experience applying for grants to look at the application and provide advice on improving it.
- Make sure the application is neatly typed and easy to read **in English**. Perfect English is not required but the proposal must be understandable to an English speaker.

Applications, which do not include the required information or do not comply with the requirements of the Program guidelines, will not be considered.

Any questions related to Democracy Commission can be addressed during consultation meetings 1<sup>st</sup> and last Wednesdays of November and April, which will be conducted at the American Corner located at the following address: Bishkek, Ogonbaeva street 242, Republican Youth and Children's Library.

Or contact Grants Coordinator at the U. S. Embassy in Bishkek located at 171 Prospect Mir; contact phone: 551 241 ext. 4432 or 4604, fax: 55 12 60, E-mail: [KimOI@state.gov](mailto:KimOI@state.gov) or [KudaibergenovaE@state.gov](mailto:KudaibergenovaE@state.gov)



## DEMOCRACY COMMISSION OF U. S. EMBASSY IN THE KYRGYZ REPUBLIC SMALL GRANTS APPLICATION FORM

Please fill out the application form giving short and clear answers to all questions. Any application not filled out completely will not be considered.

Project proposals must be submitted in English and Kyrgyz/Russian to e-mail: **bishkekprojectproposals@state.gov with note in the subject line "For the Democracy commission"**

DUNS number (if you have one)	
Name of organization	
Head of organization	
Director of project (name and title, please attach background and CV of the people who will be engaged in the project)	
Street address:	
Tel/Fax/E-mail/Web site:	
Status of organization (date, place and registration number, please enclose a copy of the registration paper)	
Brief summary of the project (no more than 2-3 sentences, should reflect goal, targeted audience, geographic region)	
Project period (usually up to one year)	
Amount requested (maximum \$50,000)	
Have you or do you plan to submit this proposal to other organizations? If so, which organizations (address; telephone number, POC)?	
List of grants received in three past years (title of project, name of donor)	

### Commitment of the Project Director:

I, \_\_\_\_\_ hereby guarantee that received from the U.S. Embassy Democracy Commission grant will be used in accordance with the objectives of the project. All information relating to the budget, expenses, receipts and other additional sources of funding will be provided on request Democracy Commission.

Signature \_\_\_\_\_ Date \_\_\_\_\_

To complete your application, submit a narrative providing information about the following:

### 1. ORGANIZATION DESCRIPTION (one-two pages)

- Brief description of your organization's purpose, experience and future plans.
- Main results and achievements of your organization.
- Organizational structure of your organization (including list of the members of the Supervisory Board).
- Basic sources of funding.
- Brief description of past experience which your organization has had working with grants.

### 2. PROJECT DESCRIPTION AND JUSTIFICATION (two-three pages)

- Project background: what are the needs or problems that your project will address? How your project will make an impact as it addresses those challenges? What have been done (including by other interested players) to resolve the problem.
- Project description: State the goal and specific objectives you hope to achieve through the proposed activities. In most cases, one or two objectives are sufficient. Objectives should be reasonably measurable, and therefore capable of being evaluated. Project objectives should be limited in scope and time, and identify specifically what will be achieved with the funds requested for your project. Also, be sure to distinguish objectives from activities. For example, “to hold a workshop” is a proposed activity, not an objective. Please describe in detail objectives and planned activities of your project in format below.

<b>Goals and objectives</b> Long term desired program effects, e.g. economic self-sufficiency, violence prevention.	<b>Activities:</b> The method used to accomplish program goals, e.g., counseling, training, actions, etc.	<b>Performance metrics</b> Units produced by a program, e.g. number and type of clients served, number of policies developed, number of events planned.	<b>Outcome</b> Short term and immediate indicators of progress toward a goal, e.g., collaborative partnerships, improved access to information, increased awareness, etc.

- If the project activity includes workshops or other events, please provide: duration (number of days or hours per workshop or seminar); planned topics and formats (lectures, discussions, brainstorming, role-playing, etc.); number and profile of expected participants, speakers, and trainers.
- If the project includes a publication or website, please describe: editorial philosophy and mission; how content will be created (in-house writers, outside contributors, translation, re-printing, etc.); target audience(s) and mechanisms for reader or user feedback; expected circulation numbers and distribution plan (for sale or without charge); length and frequency of each issue or new posting.
- If the project includes outreach activities, please describe communication strategy and outreach plan.
- If the project envisages work with other stakeholders, please describe: how have they been consulted, and how will they be involved.
- If there are potential risks for the project implementation, please list the risks and possible solutions.

### **3. FINANCING AND EXPENSES** (see attached Excel template)

DC grants may cover all or only part of the proposed activity.

The budget should be prepared in a logical manner and should be sufficiently detailed that DC had a clear idea of what the numbers mean, and the basis on which they were formed. The budget should be calculated in U.S. dollars (total should be rounded to the nearest dollar), all the costs in the budget should be clearly linked to the project activities outlined in the project description. Budgets should show cost sharing by the organization (including in-kind contribution) and third-party contributors. Please provide Justification/explanatory for each expenditure: the budget narrative explains should be clearly linked to whole project activities, line by line, what the numbers mean and how they were determined. For example:

- Salary: Position, name: amount in \$ per month x % of work time in the project x number of months or Position, name: amount in \$ per hour/event x number of hours/events. Please also indicate the amount of Social Fund deductions and income tax or indicate if the person work on the patent basis.
- Lodging: number of conference days(location) X number of participants per \_\_\$ per person
- Publication: price per 1 copy x number of copies

#### **Allowable costs:**

- The DC may fund publishing of booklets, short informational publications, manuals, and public informational campaign materials. All publishing materials should be clearly linked to the project activity, should describe the intended audience, provide a clear understanding of the material's content, how materials will be distributed, and specify who is responsible for the distribution of the materials. Democracy Commission will review any publications or publicity funded by the USG and alerts the grantee if any are inconsistent with this policy;
- Salaries (including income tax and social deductions), equipment, and other administrative expenses are allowable only as they relate to specific project activities. Salary or honoraria should be listed according to rate of pay and percentage of time spent on program-related activities. While salary expenses are permissible for indigenous personnel, payment of honoraria and other expenses for foreign experts will be reviewed on a case-by-case basis.
- Equipment bought with DC grant money can only be procured locally. Any request for computer equipment must include the procurement of original, not pirated, software.
- Any equipment, which is procured by a DC grant, is loaned to the NGO and remains the property of the US Embassy for a minimum of three years. This is to ensure that equipment will not be used for personal matters and that equipment will be returned to the US Embassy should the NGO cease its activities. At the end of project or the three years DC will review the work of the NGO to determine whether 1) the loan will be extended, 2) the equipment will be given permanently to the NGO or 3) the equipment will be returned to the US Embassy.
- Coffee breaks and work lunches only will be considered on case by case bases, should be clearly justified and limited to a maximum of 10% of the total award amount.
- Lodging costs should be indicated separately from meal costs related to the project activities.

**Not allowable costs:**

- DC grants will not cover on-going salaries, professional fees nor on-going operational expenses (furniture, utilities, communication expenses, office rental, car and building purchase, etc);
- Grants will not be used for the production or procurement of English-language materials. The DC will not fund the publishing of academic theses. The DC will not usually fund the publication of full-scale books.
- Democracy Commission funds should not be used to pay for travel to the U.S. or for travel grants. Projects involving regional travel will be considered on a case-by-case basis, and must have a clear justification outlining why the travel is integral to the project.
- Democracy Commission funds should not be used to provide direct social services to populations.
- In general Democracy Commission funds should not be used for food expenses. Alcohol and entertainment costs are not allowable expenses.

**Attention: This table contains formulas. Please consider it while adding or deleting new budget lines.**

No.	Budget item description	Level of effort	Number of units	Unit of measure	Cost per unit	Organization input	Other organization input	Amount requested	Total amount	Explanation
<b>1.</b>	<b>Personnel</b>									
1.1.	Project Manager/Coordinator	0%	0	months	0	0	0	0	0	Please indicate full monthly salary, pro rate amount based on % of time to be devoted to the project, organization input (if any)
1.2.	Project Assistant	0%	0	months	0	0	0	0	0	Please indicate full monthly salary, pro rate amount based on % of time to be devoted to the project, organization input (if any)
1.3.	Accountant	0%	0	months	0	0	0	0	0	Please indicate full monthly salary, pro rate amount based on % of time to be devoted to the project, organization input (if any)
1.4.	Social Fund deductions (17,25%)				0.00	0.00	0.00	0.00	0.00	Current rate of SSC is 17,25% and is calculated automatically
<b>Total:</b>						<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>2.</b>	<b>Equipment</b>									
2.1.			0		0	0	0	0	0	
2.2.			0		0	0	0	0	0	
2.3.			0		0	0	0	0	0	
<b>Total:</b>						<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	

<b>3.</b>	<b>Direct Project expenses</b>									
<b>3.1.</b>	<b>Project activity 1:</b>									
3.1. 1.	Rental of premises		0	day	0	0	0	0	0	
3.1. 2.	Fee to contracted staff (trainer, consultant, etc.)		0	day	0	0	0	0	0	Note: Contractor will have to provide copy of his/her patent.
3.1. 3.	Travel expenses for trainers		0	time	0	0	0	0	0	Ground transportation/Airtickets and transportation to/from airport
3.1. 4.	Travel expenses for participants		0	time	0	0	0	0	0	Please provide breakdown, for example: 2 participants from Naryn - 2 * \$XX; 2 participants from Osh/Batket/Jalal-Abad (airtickets, transportation to/from airports) 2*\$XX; 4 participants from Naryn * \$XX, etc.
3.1. 5.	Accommodation for participants and trainers		0	night	0	0	0	0	0	Please provide breakdown: XX participants * \$X * X nights
3.1. 6.	Meals and Incidental expenses (M&IE) for participants and trainers		0	day	0	0	0	0	0	Please provide breakdown: XX participants * \$X * X days
3.1. 7.	Hand-outs (stationery and materials) for participants		0	set	0	0	0	0	0	Hand-outs (copying materials) and Stationery (pens, notebooks, folders, etc): XX sets * \$X
3.1. 8.	Coffee-break		0	time	0	0	0	0	0	Please provide breakdown: XX persons * \$X * 2 times * X days
<b>Subtotal:</b>					<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>3.2.</b>	<b>Project activity 2:</b>									
3.2. 1.				unit	0	0	0	0	0	

3.2.				unit	0	0	0	0	0	
2.				unit	0	0	0	0	0	
3.2.				unit	0	0	0	0	0	
3.				unit	0	0	0	0	0	
<b>Subtotal:</b>					<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>3.3.</b>	<b>Project activity 3:</b>									
3.3.			0	unit	0	0	0	0	0	
1.			0	unit	0	0	0	0	0	
3.3.			0	month	0	0	0	0	0	
2.			0	month	0	0	0	0	0	
<b>Subtotal:</b>					<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>Total:</b>					<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>4.</b>	<b>Indirect Project expenses. Attention: other indirect project expenses will be considered case by case.</b>									
4.1.	Telecommunicat ion (Phone, Internet only)		0	month	50	0	0	0	0	Maximum amount allowed for Internet/telephone is 50\$ per month
4.2.	Bank fee	1%				0.00	0.00	0.00	0.00	
<b>Total:</b>					<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>		
<b>Grand Total</b>					<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>		